

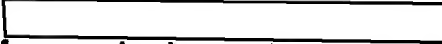


5 November 1973

MEMORANDUM FOR:



SUBJECT : Office Instruction No. 1

1. This will formally establish that a staff meeting will be held in my office at 8:45 a.m. Monday, Wednesday and Friday of each week for the purpose of integrating our work, providing feedback to one another on our activities, review specific program matters and products, and to pass along DCI or D/DCI/IC's instructions on our work.



2. The meetings at present will be limited in attendance to the Group Chiefs, the USIB Secretary, 
 Group Chiefs may invite additional representation but should notify  so that accommodations can be arranged.



Principal Deputy for Program Development
and Operations, IC Staff

IC 

Distribution:

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